



Minutes: Board of Directors Meeting
Date: November 19, 2014
Location: G.H. Dawe Centre, Red Deer

In attendance

Board Members and Alternates:

Jim Ainslie, Public/NGO
 Kelly Bauer, Government
 Rod Boshnick, Industry
 Bob Bryant, Public/NGO
 Dale Christian, Public/NGO
 Bonnie Denhaan, Public/NGO
 Brian Goliss, Public/NGO
 Rhonda King, Government
 Tali Neta, Public/NGO
 Karlee Overgaard, Industry
 Aaron Rognvaldson, Industry
 Jim Saltvold, Public/NGO
 John Tchir, Government
 Maria Vavro, Government
 Kevin Warren, Executive Director

Meeting Support:

Kim Sanderson

Not attending

Paul Bradley, Industry
 Ken Heck, Government
 Ken Johnson, Government
 Cora Knutson, Government
 Theresa Laing, Government
 Shane Lamden, Industry
 Jennifer Lutz, Government
 Alasdair MacKinnon, Public/NGO
 Dan Richen, Government
 Barb Shepherd, Government
 Ed Szymanek, Industry

Committee Members:

Lauren Maris, Communications

ACTION ITEM SUMMARY

Item	Who	Deadline
81.1: Kevin will send the medium- and long-term objectives from the Ozone Management Plan that were assigned to ESRD to John Tchir.	Kevin Warren	Nov. 30
81.2: Kevin will double check line items 5116 and 5117 in the current financial spreadsheet to ensure that invoices have been correctly assigned.	Kevin Warren	Nov. 30
81.3: Kevin will send out proposed 2015 meeting dates to board members.	Kevin Warren	Nov. 30

Aaron Rognvaldson convened the meeting at 3:10 pm. Those present introduced themselves. Aaron took a few minutes to honour Reg Watson, a long-time PAMZ board member, who passed away on October 16. Reg served in many capacities with PAMZ and other organizations in the Sundre area, bringing his solid experience and knowledge of the issues to the table. Board members shared their own reminiscences of Reg and his contributions to the organization.

1. ADMINISTRATIVE ITEMS

1.1 Approve Agenda

Two items were added to the agenda under "other business": meeting dates for 2015, and update on upcoming events. The revised agenda was approved by consensus.

1.2 Minutes of September 17, 2014 Meeting

The minutes of the September 17, 2014 meeting were approved by consensus.

1.3 Report on Action Items

Item	Status
79.3 (amended): Kevin will provide details to John Tchir, who will follow up in ESRD to provide a letter of support for the Lancaster station, to accompany the application to the City of Red Deer for a permanent development permit.	Done.
80.1: Bob Bryant will send a digital copy of the list of unpaid invoices to Kevin for distribution to the board.	Done.
80.2: Board members will review the list of unpaid invoices to determine if they have personal contacts among the smaller member organizations and will follow up to encourage them to pay.	Done. Kevin did not receive feedback and has received no further remittances
80.3: Kevin will include an agenda item for the November meeting to write off any unpaid invoices to small member organizations.	Will be addressed under the Finance report
80.4: Kevin will forward information on the PennWest-Gilby invoice to John Tchir, and ESRD will follow up with PennWest.	Done. This plant was shut in in 2012, so PAMZ can't expect any further remittance.
80.5: ESRD will follow up to ensure the 2013 PAMZ EPEA Plant SO _x and NO _x emissions data are provided to Kevin in a timely manner.	Done.
80.6: Kevin will check to see if CRAZ observed similar SO ₂ results in their passive monitors in May, especially near the boundary with PAMZ.	Done. Kevin will speak to this under the Air Monitoring Program.

1.4 Membership

Several items were raised under this topic:

- No further remittances have been received for outstanding membership invoices. A motion to write these invoices off will be made under the Financial Report.
- Kevin will present a PAMZ update to Clearwater County on Nov. 24 and to Mountain View County early in 2015.
- With the death of Reg Watson, who was a public/NGO representative, and the retirement of Brian Goliss as an industry representative, the executive committee is now short two people. Kevin is in discussions with a potential industry member, but if any industry members of the board are interested, they should let Kevin know. Likewise, any public/NGO representatives should also advise Kevin if they are interested in serving on the executive. The executive committee meets 3-4 weeks prior to each board meeting to review any developments and action items and set the agenda for the upcoming board meeting. Occasionally, Kevin also requests guidance from the executive on specific issues and items. Meetings usually last 2 to 2-1/2 hours and include dinner. The location is flexible and travel expenses can be reimbursed. The next meeting is Dec. 15 and will be held in Rocky Mountain House.

2. COMMITTEE REPORTS

a) Technical Working Group (TWG)

Jim Saltvold reported that the TWG last met Nov. 14 at the AER office in Red Deer. The meeting focused on the 2015 operating budget and funding allocations and included

updates on the monitoring program, preparation of the Air Quality Monitoring Plan, and the status of the PM_{2.5} Management Plan. The QAP 3rd Party Review (\$6,000 allocation) by Calvin Consulting will start the last week of November. The TWG signed a contract with Stantec regarding the new Air Quality Management Plan and an ambient objectives workshop was held Oct. 14 with the TWG. A draft plan is expected by Dec. 16. Kevin noted that PAMZ had previously developed AQM Plan objectives but these did not align with the form of the new Air Monitoring Directive. The workshop focused on what PAMZ wants the program to accomplish and what should be the objectives of this kind of monitoring. He presented and briefly described the 11 objectives that came out of the workshop:

1. To collect credible monitoring data (and assess as per Air Quality Objectives, Guidelines, Standards, Criteria, etc.);
2. To provide monitoring data required to calculate and report the AQHI in a timely manner (including poor air quality events);
3. To conduct ongoing data analysis: characterize air quality, determine trends, identify and fill geospatial and technical data gaps;
4. To address and track air quality issues of concern identified by PAMZ stakeholders;
5. To support industry (current and future) by operating compliance air monitoring programs independently or within
6. To collaborate with other agencies/groups/organizations on various air quality-related topics and issues;
7. To provide ambient air monitoring data to support the Land-use Framework, Air Quality Management Plans and Frameworks (current and future);
8. To support human health and ecosystem health assessments/studies;
9. To support the monitoring needs of the Alberta Environmental Monitoring, Evaluation and Reporting Agency (AEMERA);
10. To be flexible and adapt to changing/emerging concerns, issues and new technologies;
11. To provide data to support effective communication and education/outreach programs.

PAMZ had identified the upgrading of the Air Quality Monitoring Plan as a flow-through item in last year's budget and got full funding from ESRD to do the work. ESRD will be invoiced once the work is done. Costs incurred in this calendar year for Stantec and some of the work being done by Kevin will carry over to 2015, and one invoice will be submitted to ESRD at that time.

b) Air Monitoring Program

Kevin reported on the air monitoring program. Results from the Caroline station have been within historically normal ranges since the last meeting with no ambient air quality objective exceedances. A new Sharp PM_{2.5} analyzer was ordered and should be installed in December to give a full year of readings using the newer technology for 2015. This is the same type of analyzer that is in place at Red Deer Riverside. The current analyzer will stay in place at Caroline for 2015 to enable the collection of co-located data and to compare the performance of the two pieces of equipment. The NO_x analyzer at Caroline failed in October and was replaced with one of PAMZ's own hot spares; down time was less than a day.

At Red Deer Riverside, no readings were outside of normal from September to the present. A rebuilt CH₄/NMHC analyzer was installed Oct. 3. The AER board of directors toured the station on Oct. 28 after receiving a presentation about PAMZ. A new gravel pad is being installed by the City of Red Deer and will have a smaller footprint than the old pad.

The Martha station has been at Ponoka since April 2014. Levels of monitored compounds are similar to those in other medium-sized towns where PAMZ has conducted monitoring. Large spikes of NMHC are likely associated with tank truck deliveries to two nearby gas stations. Similar levels were seen when PAMZ monitored near other gas station locations. Kevin is working with the station operators to confirm precise fuel delivery times and determine if there is any correlation with the spikes. The station will move to the Lancaster site once the permanent development application is approved by the City of Red Deer, assuming there are no appeals.

The application for the permanent site at Lancaster was submitted on Oct. 3 and the Development Officer approved it conditionally on Nov. 12. It was advertised in the *Red Deer Advocate* on Nov. 14 and the deadline for appeal is Nov. 28. Final approval could be given by Dec. 1. Power will be temporary at the site until spring when permanent power, fencing and landscaping will be completed. PAMZ is negotiating a land use agreement with the City for Lancaster and renegotiating for the Riverside site; the new agreement will include both sites.

The McCoy station has been at Crossfield-Carstairs since Sept. 10 and will stay there to the end of March 2015. If the PAMZ AQM plan is accepted by ESRD, it will no longer be necessary to monitor at this location for one quarter of every year. Levels since the September meeting have been within historically normal ranges with two exceptions for fine PM – two hourly guideline exceedances on Sept. 24 and Oct. 21. The September exceedance was associated with grain harvesting in the area and the reason for the October exceedance is not known.

The patterns for the passive samplers have been typical of the PAMZ historical record. With respect to Action item 80.6, Kevin reported that CRAZ also noted high SO₂ levels in May 2014 in their passive network. CRAZ will follow up with Parks Canada to see if any controlled burns were done at that time. Kevin also noted that CRAZ has seen SO₂ readings an order of magnitude higher than PAMZ at several locations, which could possibly be due to local influences. They have also had poor precision in their duplicate passive samples, which should lead them to question their results. Kevin noted this to CRAZ and they will follow up on this matter.

c) Ozone Management Plan and ESRD PM_{2.5} Response

John Tchir advised that ESRD has been looking at the medium and long-term actions assigned to the department to determine progress to date and there is some lack of clarity as to what remains to be done. It was suggested that it would be better to bring this information to the TWG before discussing it at the board level. Kevin noted there were five specific items for which a status report is needed, and some may no longer apply.

Action 81.1: Kevin will send the medium and long-term objectives from the Ozone Management Plan that were assigned to ESRD to John Tchir.

With respect to PM_{2.5} management, ESRD has invited advisory committee members to an inaugural meeting to share an understanding of the PM issue, expectations for the PM response and to develop terms of reference for the group doing the plan. ESRD will provide scientific and other content and will continue to work with the group to develop a management plan. ESRD is hopeful the advisory group will also assist with upcoming information and outreach sessions with a broader group of stakeholders to look at what is being done now and identify potential actions to reduce PM. The first information session

will be held Nov. 28 at the Westerner in Red Deer. ESRD will meet on Dec. 10 with the advisory committee to debrief from the first information session and determine how to flesh out the plan and move it forward.

A presentation by Max Mazur at the TWG meeting on the PM science work to date confirms that this is a wintertime smog issue. Based on modelling and passive data, probably a lot of pollution is secondary particulate, mostly nitrates. Referring to PAMZ passive data, a number of members for the advisory committee were drawn from the immediate Red Deer area where predicted levels were highest. People from a larger area surrounding Red Deer were invited to the public meeting. The analysis also looked at SO₂, but it doesn't seem to correlate geographically with the immediate Red Deer area. So far there has been good participation on the advisory committee and only one company that was approached has not yet been able to identify someone to participate.

d) Issues Response Group (IRG)

Kevin reported that the IRG chair did not feel there was enough new business to justify an IRG teleconference, as only two new issues had emerged.

1) A resident in Red Deer who has respiratory health issues was advised to investigate whether air quality in the Red Deer area could be contributing to her problems. Kevin has approached Alberta Health Services and the regional Medical Officer of Health is following up. If they see a role for PAMZ, they will contact Kevin.

2) A resident west of Blackfalds advised PAMZ that a business north of him is cleaning and repairing old oil and other storage tanks, and odours have been associated with this process. When he contacted Kevin in early October, Kevin explained the monitoring program and said the soonest PAMZ could help would be March. Kevin gave him ESRD contact information and invited him to attend the November board meeting to provide more details. Kevin did not hear back and if this person again contacts PAMZ, Kevin will invite him to the next meeting.

The next meeting of the IRG is Jan. 14 in Sundre. A new ESRD member is needed for the IRG.

e) Communications Committee

Lauren Maris reported that the Communications Committee has been focused on idle-free education and outreach. Lacombe County has been working on their campaign with some successes. A new urban community is still being sought to replace Stettler; Sylvan Lake is one possibility and others are also being pursued. Board members who have contacts in a town or city over 1,000 population that might be interested in participating in the campaign should let the Communications Committee know. Kevin noted that PAMZ did get just over \$19,000 from the Provincial Lotteries fund for idle-free work in an urban municipality to do pre- and post-campaign surveys on attitudes and behaviours.

The photo contest deadline is Nov. 30. As previously noted, there are two categories: air pollution, and people and the environment. The winter newsletter will be out in late February or early March and suggestions for content are always welcome.

f) Financial Report and 2015 Budget

Bob Bryant provided an update on PAMZ financials, distributing current copies of revenue and expense numbers for the year. Kevin advised there have been no budget deviations, except: a) It was assumed that the Martha station would be in place at Lancaster by July and funds were secured from ESRD to run that station to the end of 2014; however, the station is not yet in place so those funds have not been spent. b) PAMZ used up significant

contingency funds this year to pay one contractor invoice that should have been submitted in 2013 but was not. With the death of Reg Watson, only Bob Bryant and Brian Goliss currently have signing authority; another signing authority needs to be appointed.

Action 81.2: Kevin will double check line items 5116 and 5117 in the current financial spreadsheet to ensure that invoices have been correctly assigned.

Motion: Aaron Rognvaldson moved that all outstanding 2014 membership invoices be written off; seconded by Jim Ainslie; carried.

Motion: Bob Bryant moved that Aaron Rognvaldson, as board Chair, be designated as a signing authority for PAMZ, in addition to Bob Bryant and Brian Goliss; seconded by Jim Ainslie; carried.

2015 budget

KW presented the proposed 2015 budget, drawing board members' attention to the spreadsheet distributed in advance of the meeting. He first described the anticipated expenses, explaining any changes between the proposed 2015 budget and last year's budget. The 2015 budget requirements are slightly less than the budget for 2014. He then reviewed the anticipated sources of revenue for the year. Kevin is meeting with selected industry representatives to discuss the potential costs for the next year. If PAMZ ends up with a predicted budget shortfall, an application could be made to ESRD for funds to support the monitoring program. The deadline is December 19, 2014 to submit such a request.

Motion: Aaron Rognvaldson moved approval of the PAMZ 2015 budget as presented and the associated funding allocations, seconded by Brian Goliss; carried, with the caveat that exact numbers could change and if there is a predicted revenue shortfall, PAMZ will make application to ESRD for the necessary funds.

3. CASA UPDATE

Kevin circulated a CASA update by email to the board prior to the meeting. Board members had no questions. Kevin further advised that AEMERA announced they have taken over the CASA Data Warehouse (CDW). The CDW was overseen by CASA's Operations Steering Committee (OSC), which has not met for two years. It is logical for AEMERA to take over the CDW, but there are concerns about the process and the need for the OSC to sign off on this transfer. A meeting will be held to discuss and make a decision on the transfer next Monday. There are some concerns about how data will be managed going forward, since in the past it has been very easy for people to get access to PAMZ data via the CDW. At the moment, the CDW is down and the AEMERA website does not yet have airsheds' data online.

4. ALBERTA AIRSHEDS COUNCIL (AAC) UPDATE

Kevin advised that the AAC executive met with the AEMERA board and interim CEO, who made it clear that they want to empower airsheds to continue their important role. AEMERA would like to have one point of contact for airsheds and asked if the AAC would play that role or if a new body might be needed. They also want to ensure that the whole province is covered and there are no gaps in regional air monitoring. AEMERA provided a grant of \$30,000 to AAC to develop a plan for how this might be done and what the relationship could look like. A consultant has been hired to help develop the plan and has interviewed representatives from all airsheds (Aaron and Kevin were interviewed for PAMZ).

Airsheds' executive directors and chairs met Nov. 18 with the consultant to provide input for the draft proposal. A draft framework is due to AEMERA in December so they can incorporate it into their 2015 budget deliberations. The draft will be shared at the same time with airshed boards. Considerable effort will be needed to get the boards of all nine airsheds to review and approve (or not) a final proposal in the first quarter of 2015. It is likely that AEMERA will become the funding agency for monitoring of air, land, water and biodiversity and industry has said it would prefer to cut one cheque to one agency for all its monitoring requirements. Most airsheds seem to agree that dealing with AEMERA through the ACC is prudent as long as the ability of airsheds to address regional and local issues is not compromised.

In discussing this item, board members noted that although it is not spelled out in the AEMERA request, consideration should be given to aligning with regional plans through the land use framework. This emerged in the interviews with the consultant. Concerns were also expressed about airsheds being beholden to AEMERA for funds, which could lead to a loss of independence for airsheds and increased uncertainty about continuity of the programs from year to year.

The board agreed by consensus that AAC should proceed with a proposal based on the AAC as the focal point for AEMERA's dealings with airsheds.

The next AAC meeting is Dec. 15 in Red Deer; attendees will take a Riverside station tour after the meeting.

5. OTHER BUSINESS

a) Kevin proposed the following board meeting dates for 2015:

- January 21
- April 15
- June 17 (also the AGM)
- September 23
- November 25

Action 81.3: Kevin will send out proposed 2015 meeting dates to board members.

b) Upcoming events include:

- PM_{2.5} Response Advisory Committee Nov. 20 ESRD
- AAC Technical Committee Nov. 24 Edmonton
- PAMZ Update Presentation to Clearwater County Nov. 24
- PM_{2.5} Response Regional Stakeholder Info Session Westerner Nov. 28
- AAC Meeting & Riverside Station Tour – Red Deer Dec. 15

6. NEXT MEETING

The next board meeting will be held January 21, 2015 at the GH Dawe Centre in Red Deer.

The board meeting adjourned at 6:00 pm.